

Security

UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM)
INDUSTRIAL SECURITY PROGRAM

BY ORDER OF THE DEPUTY COMMANDER
COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: TCFP (Mr. Brian Stark)
USAF)

Approved by: TCFP (Col Edward N. Addison,

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Distribution:

This instruction provides broad guidance for the management of the command Industrial Security Program (ISP). It defines responsibilities and describes the key elements that must be included in subordinate ISP Programs. This instruction applies to all personnel assigned, attached, or contracted to USTRANSCOM at Scott AFB, Illinois.

1. References and Supporting Information. References, abbreviations, and acronyms used in this instruction are listed in attachment 1.

2. USTRANSCOM Industrial Security Program: This instruction provides policy guidance on the following:

2.1. Security and protection of Department of Defense (DOD) classified information utilized by HQ USTRANSCOM contractor employees.

2.2. Standardization of industrial security measures within USTRANSCOM.

2.3. Protection and Safeguards for classified programs under contract with United States companies assisting missions of USTRANSCOM.

3. USTRANSCOM Concept of Operations.

3.1. This instruction implements the following directives. Contractor personnel will comply with the National Industrial Security Program Operating Manual (NISPOM), DOD 5220.22-M, DOD 5220.22-R, Industrial Security Regulation (ISPR), and DOD 5200.1-R, Information Security Program

Regulation, DOD 5200.2-R, Personnel Security Program, USTRANSCOM and Scott AFB security regulations and changes thereto.

3.2. The provisions of the ISPR apply to USTRANSCOM activities in their relationships with industry. The ISPR sets forth internal DOD policies and procedures for safeguarding classified information entrusted to contractors. The NISPOM contains detailed instructions for contractors in safeguarding classified information. The NISPOM is a companion publication to the ISPR. For additional details refer to the ISPR and NISPOM.

4. USTRANSCOM Security Clearances Administration.

4.1. USTRANSCOM Contractor In & Out Processing Procedures.

4.1.1. In Processing. Each contractor starting work in USTRANSCOM will complete the following actions:

4.1.1.1. All permanent party contractor personnel are required to wear two badges while inside USTRANSCOM facilities. The first badge will be a photo company ID. The second will be the Air Force Form 1199, AF Entry Control Card, issued by USTRANSCOM.

4.1.1.2. All contractor employees must have a valid visit request on file with the security manager in the directorate where they are working. Contractor Facility Security Officers (FSO) will coordinate visitor requests with USTRANSCOM prior to the arrival of the visiting contractor personnel. The FSO will provide the visit request to the USTRANSCOM directorate Point of Contact (POC) for the program/project their personnel will be working under. The directorate POC will authenticate visitor requests with the directorate security manager. Directorate POCs must be active duty military or DOD civilian personnel. Visitor requests will contain only those personnel working in that specific directorate. Visiting or management personnel must be clarified on the visit request, as will permanent party personnel, to expedite the processing and tracking of contractor personnel within USTRANSCOM. Upon beginning work in USTRANSCOM, contractor personnel in-process through the security manager for the directorate in which they will be working. Contractor personnel are required to have a copy of their visit request when they in-process and will present it to the security manager. The security manager will confirm the accuracy of the request with the directorate POC for the affected program and coordinate acquisition of a badge (AF FM 1199) for access to the appropriate areas/buildings. The security manager will sign a copy of the visit request and furnish it to USTRANSCOM Force Protection (TCFP). For entry control purposes, contractors functioning under multiple contracts will route their visit request to the single directorate having primary responsibility. Upon termination of the contract or employment termination, the individual contractor will out process through the affected security manager and relinquish their AF Form 1199.

4.1.1.3. Military or DOD civilian personnel who work part time as contractors will possess two separate AF Forms 1199. The first they will utilize when functioning in their military or DOD civilian capacity and the second they will use when functioning as a contractor. The same procedures as

outlined above will be used to obtain and control contractor badges. One exception is for military or DOD civilian personnel performing contract janitorial duties. These personnel will coordinate acquisition of their contractor badge (AF Form 1199) through the

USTRANSCOM Facilities Manager. In this capacity security clearances must be verified prior to issuing of a contractor badge for after-hours janitorial duties. Any change in clearance status must be immediately reported to the parent company, the facilities manager and TCFP. Loss of security clearance access will necessitate the immediate removal of the affected AF Form 1199.

4.1.2. Out Processing. Upon termination of a contract, departure from the employment of the original parent company, if being assigned to a contract in another USTRANSCOM directorate, or moving to a non-USTRANSCOM contract (example: going to work on a HQ AMC contract) contractor personnel will out-process and relinquish their AF Form 1199 to the security manager of the directorate which issued the badge. If moving to another directorate the contractor will in process and deliver a new visit request to the security manager in the directorate where they will now be working. A new badge will then be coordinated and issued. This process will be repeated each time contractor personnel change directorates of primary responsibility due to a change in contract requirements or a change in the company for which they work.

4.1.3. Visit Requests. Contractor visit requests are valid for a maximum of one year since all contracts are renewed annually. Subsequently, each contractor remaining in USTRANSCOM beyond the expiration of their current visit request is responsible for obtaining an updated visit request from their company FSO. Updated visit requests must be provided to the directorate security manager prior to the expiration of the current visit request. Failure of contractor personnel to provide updated visit request will result in denial of access to USTRANSCOM facilities, programs, and equipment. Access will be reinstated upon receipt and validation of a new visit request. Variation of visit request formats is acceptable as long as the visit request contains the required information. Visit requests must be dated and on company letterhead reflecting the company address. At a minimum visit requests must contain the following specific information.

4.1.3.1. The name, rank, phone number, fax number and military address of USTRANSCOM Directorate Sponsor or Point of Contact (POC) where the contractor will be working. *NOTE: This is the USTRANSCOM military officer or DoD civilian providing oversight for the contract.*

4.1.3.2. The name and rank of the USTRANSCOM Directorate Security Manager for the identified Sponsor/POC.

4.1.3.3. Status type of employee, i.e., contractor, subcontractor, etc.

4.1.3.4. Personal and security clearance information on the affected contractor personnel, i.e., full name (last name, first name, middle initial), social security number, date of birth, place of birth, security

clearance eligibility level, date the eligibility was granted, type of background investigation conducted, date the investigation was completed and name of the clearance granting agency.

4.1.3.5. Specific locations where contract work is to be performed

4.1.3.6. Encompassing dates/duration of visit. *NOTE: May not exceed one year.*

4.1.3.7. Purpose of visit. A brief explanation of the role the affected person/people serve in the contract.

4.1.3.8. Contract number applicable to the work

4.1.3.9. The company Facility Security Clearance (FSC) level and date granted

4.1.3.10. Identity of the Cognizant Security Office (CSO)

4.1.3.11. Company Commercial and Government Entity Number (CAGE) code

4.1.3.12. Validation statement from the Facility Security Officer (FSO) verifying the information is correct and the visit is necessary to perform on the contract.

4.1.3.13. Signature block, phone number and signature of the FSO.

4.2. Security Clearance Update Suspense Procedures.

4.2.1. Outdated Security Clearances. TCFP monitors security clearance investigation dates of assigned personnel, including contractors. When an outdated clearance is detected TCFP establishes a 30-day suspense to complete and submit a clearance update package. Suspenses are routed from TCFP to the directorate security manager to affected personnel. Contractor personnel suspended must complete and submit a clearance package to their FSO. This action must be completed within the established 30 days to satisfy the suspense. Personnel will notify their directorate security manager and TCFP when clearance packages have been submitted and provide contact information pertinent to whom they submitted the clearance. Failure to comply with established suspense will result in suspension of all classified access in USTRANSCOM. Access may be reinstated by TCFP after it has been verified the required actions have taken place. For additional details see USTRANSCOM Policy Directive 90-13, Security Clearance Investigation, Submission, Suspense and Suspension Policy.

4.2.2. Contractor with no clearance requirements. If a contractor is working on a USTRANSCOM contract in a capacity that does not require clearance, but requires access to the USTC Local Area Network (LAN) they must submit a Standard Form (SF) 85P questionnaire. The SF 85P is submitted to have a National Agency Check (NAC) completed since a favorable NAC is required for LAN access. The SF 85P will be submitted by the contractor employee to the 375th Security Forces Squadron, Administration Branch (375th SFS/SFA) Building 1970 for processing.

5. USTRANSCOM Contactor security classification guidance.

5.1. USTRANSCOM contracting agencies will provide classification guidance to contractors, as required by the ISPR. The “Contractor Security Classification Specification”, (Department of Defense Form 254), will convey specific guidelines for each classified contract. Information concerning the preparation of classification guidance is contained in DOD 5220.22–H and DOD 5200.1-R.

6. Security specifications and industrial security guidance.

6.1. Issuing Security Classification Guidance.

6.1.1. The affected USTRANSCOM directorate and the Contracting Office (CO) implement NISPOM, DOD 5200.1-R, and installation security requirements through contract documents. Only COs can sign, modify or negotiate changes to contracts.

6.1.2. When a contractor requires access to classified information, the USTRANSCOM program project manager prepares the required DD Forms 254, DOD Contract Security Classification Specifications (Atch 2). The contractor should use the security requirements in this form to accurately estimate the cost of security measures. More detailed security requirements are specified in the statement of work (SOW), statement of objectives (SOO), performance work statement (PWS), Visitor Group Security Agreement (VGSA), etc.

6.1.3. The responsible USTRANSCOM directorate will identify (by title, functional Office of Primary Responsibility (OPR), and approval date), the specific security classification guidance or guides (SCGs) applicable to the contract in Block #13 of the DD Form 254. The USTRANSCOM program manager will provide copies of the SCG through TCFP to the contractor prior to the contract commencing.

6.2. DD Form 254, Contract Security Classification Specifications.

6.2.1. The responsible USTRANSCOM directorate project officer prepares an initial draft DD Form 254 for each classified contract. When drafting the initial DD Form 254, the project officer will consult with the CO, ISPM, and other installation security discipline or functional OPRs affected under the terms of the solicitation/contract to ensure accuracy. Once drafted, the initial draft of the DD Form 254 is forwarded to the CO for processing.

6.2.2. The CO reviews and coordinates the initial draft DD Form 254 with all affected security disciplines and functional areas, as appropriate. This action ensures that approved security guidance is being provided to the contractor. Once the initial review has been completed, the requesting USTRANSCOM project officer incorporates the necessary changes and forwards the final DD Form 254 to the CO for subsequent approval and signing.

6.2.3. Prior to signing the final DD Form 254, the CO will coordinate the form with the affected security disciplines and/or functional OPRs. This review and coordination must be indicated in Block 13 (office symbol, date and initials of reviewer) of the final DD form 254. When Special Access Program (SAP) is involved, coordinate draft DD Form 254 with the office responsible for SAP security oversight. Keep DD Form 254 for SAP unclassified, when possible.

6.3. Reviewing and Certifying the DD Form 254.

6.3.1. The ISPM with TCFP reviews the initial draft and final DD Form 254 to ensure that the security classification guidance is accurate, approved, and appropriate. Other security requirements are incorporated into the SOW, SOO, PWS, VGSA, etc.

6.3.2. The responsible USTRANSCOM directorate reviews the DD Form 254 and applicable SCGs every two years to ensure accuracy and currency. When changes are necessary, the contract will be modified, if appropriate and revised guidance issued.

6.3.3. The CO certifies (signs) the DD Form 254, Block 16e. At the CO discretion, this authority may be delegated (in writing) as authorized by the Federal Acquisition Regulations (FAR) or supplementation thereto.

6.4. Distribution of the DD Form 254.

6.4.1. When a contractor's duty performance location will be in a USTRANSCOM facility, it will be annotated on the DD Form 254. If the contract work will be performed at a location other than USTRANSCOM, the CO will provide a copy of the signed DD Form 254 to the ISPM at that location.

6.4.2. Procuring Contracting Officers (PCOs) or their designated representatives, including Administrative Contracting Officers (ACOs), distribute DD Form 254.

7. Visits and meetings.

7.1. Contractor Visits to USTRANSCOM.

7.1.1. DOD contractors located in or visiting USTRANSCOM in support of a classified contract must comply with DOD 5220.22-M, Chapter 6, Section 1, Visit Requirements.

7.1.2. TCFP will establish procedures for processing and coordinating incoming contractor visit requests. For integrated visitor groups, the USTRANSCOM activity is the authorizing/approval

authority for an incoming and outgoing Visit Authorization Letter (VAL) or similar request. The USTRANSCOM activity is responsible for publishing on-base VAL processing procedures.

7.2. USTRANSCOM Visits to Contractor Facilities. USTRANSCOM personnel who require access to classified information while visiting contractor facilities must comply with the provisions of DOD 5200.1-R and DOD 5220.22-M.

8. Other applicable security guidance.

8.1. Security Plans, Procedures, Operating Instructions (OIs) and Training Material. Integrated visitor groups use existing USTRANSCOM security program related plans (Operations Security, Program Protection, Automated Information Systems, etc.), procedures, operating instructions, and educational/training materials that meet the intent of and satisfy NISPOM requirements. Coordinate with other security discipline OPRs, when applicable, and incorporate authority for their usage in the VGSA or other appropriate contracting documents.

8.2. Applicability of Other Security Program Requirements.

8.2.1. Coordinate security requirements, not stipulated in the NISPOM, with the responsible security discipline OPR and DSS, if applicable.

8.2.2. Functional specialists representing related security programs may accompany the ISPM or CSO representative during security reviews or when requested.

\\SIGNED\\
EDWARD N. ADDISON
Colonel, USAF
Director, Force Protection

Attachments

1. Glossary of References, Abbreviations and Acronyms
2. Sample DD 254

GLOSSARY OF REFERENCES, ABBEVIATIONS AND ACRONYMS

References

Executive Order 12829, National Industrial Security Program, 7 Jan 93

Executive Order 12958, Classified National Security Information, 20 Apr 95

DOD 5200.1-I, DOD Index of Security Classification Guides

DOD 5200.1-R, Information Security Program

DOD 5200.2-R, Personnel Security Program

DOD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM)

DOD 5220.22-M-Sup 1, National Industrial Security Operating Manual Supplement (NISPOMSUP)

DOD 5220.22-R, Industrial Security Regulation

Unified Facilities Criteria, UFC 4-010-01, 31 July 2002

USTRANSCOM Policy Directive 90-13, Security Clearance Investigation, Submission, Suspense and Suspension Policy

AR 380-5, Department of the Army Information Security Program

AR 380-49, Industrial Security Program

AFPD 31-6, Industrial Security

AFI 31-601, Industrial Security Program Management

AFH 31-602, Industrial Security Program

Abbreviations and Acronyms

ACO	Administrative Contracting Officer
AMC	Air Mobility Command
CO	Contracting Office
CSO	Cognizant Security Office
DSS	Defense Security Service
FAR	Federal Acquisition Regulation
ISM	Industrial Security Manual
ISP	Industrial Security Program
ISPM	Industrial Security Program Manager
ISPR	Industrial Security Program Regulation
LAN	Local Area Network
NAC	National Agency Check

NISPOM	National Industrial Security Program Operating Manual
OI	Operating Instruction
OPR	Office of Primary Responsibility
PCO	Procuring Contracting Officer
POC	Point of Contact
PWS	Performance Work Statement
RD	Restricted Data
SAP	Special Access Program
SCG	Security Classification Guidance
SOO	Statement Of Objectives
SOW	Statement Of Work
SR	Security Reviews
TCFP	USTRANSCOM Force Protection
USTRANSCOM	United States Transportation Command
VAL	Visit Authorization Letter
VGSA	Visitor Group Security Agreement

Attachment 2

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>				1. CLEARANCE AND SAFEGUARDING a. FACILITY CLEARANCE REQUIRED <div style="text-align: center;">SECRET</div> b. LEVEL OF SAFEGUARDING REQUIRED <div style="text-align: center;">SECRET</div>	
2. THIS SPECIFICATION IS FOR: <i>(X and complete as applicable)</i>				3. THIS SPECIFICATION IS: <i>(X and complete as applicable)</i>	
<input checked="" type="checkbox"/>	a. PRIME CONTRACT NUMBER XXXXXX-XX-XXXXX		a. ORIGINAL <i>(Complete date in all cases)</i>		DATE (YYYYMMDD) 2003XXXX
	b. SUBCONTRACT NUMBER		b. REVISED <i>(Supersedes all previous specs)</i>	REVISION NO.	DATE (YYYYMMDD)
	c. SOLICITATION OR OTHER NUMBER	DUE DATE (YYYYMMDD)	c. FINAL <i>(Complete Item 5 in all cases)</i>		DATE (YYYYMMDD)
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: Classified material received or generated under _____ <i>(Preceding Contract Number)</i> is transferred to this follow-on contract.					
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: In response to the contractor's request dated _____, retention of the classified material is authorized for the period of _____.					
6. CONTRACTOR <i>(Include Commercial and Government Entity (CAGE) Code)</i>					
a. NAME, ADDRESS, AND ZIP CODE ABC International Inc 1313 Mocking Bird Lane. Any City, USA 11111-1111			b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> Contact the nearest office for address	
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE			b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>	
8. ACTUAL PERFORMANCE					
a. LOCATION USTRANSCOM 508 Scott Drive Scott FB, IL 62225-5357			b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> Central Region, Defense Security Service Midwest Sector 610 South Canal Street, Room 800 Chicago, IL 60607-4599 Phone : (312)886-2436, Fax: (312)353-1538	
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT					
Mark the required access and work performance					
10. CONTRACTOR WILL REQUIRE ACCESS TO:		YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION				a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	
b. RESTRICTED DATA				b. RECEIVE CLASSIFIED DOCUMENTS ONLY	
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION				c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	
d. FORMERLY RESTRICTED DATA				d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	
e. INTELLIGENCE INFORMATION				e. PERFORM SERVICES ONLY	
(1) Sensitive Compartmented Information (SCI)				f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	
(2) Non-SCI				g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	
f. SPECIAL ACCESS INFORMATION				h. REQUIRE A COMSEC ACCOUNT	
g. NATO INFORMATION				i. HAVE TEMPEST REQUIREMENTS	
h. FOREIGN GOVERNMENT INFORMATION				j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	
i. LIMITED DISSEMINATION INFORMATION				k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	
j. FOR OFFICIAL USE ONLY INFORMATION				l. OTHER <i>(Specify)</i>	
k. OTHER <i>(Specify)</i>					

DD FORM 254, DEC 1999

PREVIOUS EDITION IS OBSOLETE.

12. PUBLIC RELEASE. Any information (<i>classified or unclassified</i>) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release <input type="checkbox"/> Direct <input checked="" type="checkbox"/> Through (<i>Specify</i>)		
USTRANSCOM/TCPA 508 Scott Drive Scott, IL 62225-5357		
to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review. <small>*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.</small>		
13. SECURITY GUIDANCE. The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (<i>Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.</i>)		
In addition to any information provided in this section include the following statement: "Contractor will comply with DoD 5220.22R National Industrial Security Program Operating Manual (NISPOM), Scott AFB, and USTRANSCOM directives and instructions."		
14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)</small>		
15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)</small>		
16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.		
a. TYPED NAME OF CERTIFYING OFFICIAL John D. Smith	b. TITLE Certifying Person Title	c. TELEPHONE (<i>Include Area Code</i>) (111) 111-1111
d. ADDRESS (<i>Include Zip Code</i>) Certifying Official Address	17. REQUIRED DISTRIBUTION	
e. SIGNATURE	<input type="checkbox"/> a. CONTRACTOR <input type="checkbox"/> b. SUBCONTRACTOR <input type="checkbox"/> c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR <input type="checkbox"/> d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION <input type="checkbox"/> e. ADMINISTRATIVE CONTRACTING OFFICER <input type="checkbox"/> f. OTHERS AS NECESSARY	

DD FORM 254 (BACK), DEC 1999